

**Section 166, Supplemental Youth Services (SYS)  
Program, Indian and Native American Programs**

Report Type

Check One: ☒ Semi-Annual Report  
☒ Annual Report

**I U.S. Department of Labor  
Employment and Training Administration  
  
Workforce Investment Act (WIA)**

OMB Approval No.: 1205-0422

Expiration Date: 03/31/2003

a. Grantee Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Grant Number: \_\_\_\_\_

c. Reporting Period

Period beginning on April 1, \_\_\_\_\_  
 through \_\_\_\_\_.

SECTION I - Participation and Termination Summary - [Enter participants who enrolled in the program and terminated during or at the end of the reporting period].		Total
1. Total Participants	Enter the total number of youth participants who are enrolled for the reporting period. [Note: This does not include individuals who receive only outreach and/or intake and initial assessment]. Participation begins on the first day, following determination of eligibility, when the individual began receiving subsidized employment, training, or other services provided under this title.	
2. Total Terminations	Enter the total number of youth, who are enrolled, that terminated from the program during the reporting period.	
3. Total Current Participants	Enter the total number of youth who are currently enrolled in the program. This figure should equal the number of Total Participants - Line 1 minus the number of Total Terminations - Line 2.	<div style="border: 2px solid black; width: 50px; height: 20px;"></div>
SECTION II - Participant Characteristics Summary - [Enter characteristics of participants at enrollment].		
4. Male	Enter the total number of male participants enrolled for the reporting period. [Lines 4-5 must equal Line 1 - Total Participants].	
5. Female	Enter the total number of female participants enrolled for the reporting period. [Lines 4-5 must equal Line 1 - Total Participants].	
6. Student	Enter the total number of youth participants who, at enrollment, are attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school or program), whether full or part-time, or are between school terms and intends to return to school. [Lines 6 - 9 must equal Line 1 - Total Participants].	
7. High School Graduate or Equivalent	Enter the total number of youth participants who, at enrollment, had received a high school diploma or equivalent (GED), but who had not attended any post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry). [Lines 6 - 9 must equal Line 1 - Total Participants].	
8. Attended Post High School	Enter the total number of youth participants who, at enrollment had received a high school diploma or a GED certificate and had attended but are not currently attending a post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry). [Lines 6 - 9 must equal Line 1 - Total Participants].	
9. School Dropout	Enter the total number of youth participants who, at enrollment, are no longer attending any school and who had not received a secondary school diploma or its recognized equivalent. [Lines 6 - 9 must equal Line 1 - Total Participants].	
10. Pregnant and/or Parenting Youth	Enter the total number of youth (Male/Female) participants who, at enrollment, are under 22 years of age and who are pregnant and/or parenting, or who are providing custodial care for one or more dependents under age 18 as appropriate.	

SECTION II - Participant Characteristics Summary - Cont'd		Total
11. Offender	Enter the total number of youth participants who, at enrollment: (a) are or have been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (b) who require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	
12. Foster Child	Enter the total number of youth participants who, at enrollment, are under foster care as determined by the tribe or State.	
13. Public Assistant Recipient	Enter the total number of youth participants who, at enrollment, were listed on the welfare grant and were receiving cash payments from a means-tested, income transfer program, or were receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI).	
14. Basic Skills Deficiency	Enter the total number of youth participants, who, at enrollment, have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.	
SECTION III - Participant Goals and/or Attainments Summary - [Enter goals attained by each participant after receiving program services] Participants may be counted in each goal attained.		
15. Completed Job Readiness/Orientation to the World of Work Training	Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a course of instruction relating to job readiness or world of work skills, including training to develop positive work habits, attitudes and behavior, such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing an awareness of the labor market and occupational information, and job search techniques, including preparing resumes and applications and improving interviewing techniques.	
16. Completed Internship or Vocational Exploration Program	Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a work internship or a vocational exploration program designed to provide exposure to alternative career areas.	
17. Completed Career Assessment	Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a formal career assessment of occupational interests, values, skills, or aptitudes, leading to an identification of careers for which the participant may be suited.	
18. Entered Unsubsidized Employment (including entering the military)	Enter the total number of youth participants enrolled for the reporting period who, upon termination, entered non-WIA funded employment, including entry into the Armed Forces or self-employment. Also included are individuals who are regularly employed on the staff of a WIA program.	
19. Remained in School	Enter the total number of youth participants enrolled for the reporting period who were at-risk of dropping out of school but, who were retained in school as a result of continuing active participation in the Supplemental Youth Services Program.	
20. Returned to School Full Time	Enter the total number of youth participants enrolled for the reporting period who, at intake, were not attending school (exclusive of summer), and had not obtained a high school diploma or equivalent and returned to full-time secondary school (e.g., junior high school, middle school, and high school) including alternative school as a result of participating in the Supplemental Youth program.	
21. Enrolled in Job Corps	Enter the total number of youth participants enrolled for the reporting period who enrolled in Job Corps.	
22. Improved Basic Skills Level by At Least Two Grades	Enter the total number of youth participants enrolled for the reporting period who advanced at least two grade levels in either reading or math skills as a result of participation in the Supplemental Youth Services Program. [Note: Skill gain must be achieved through active program participation and must be documented through standardized testing].	
23. Attained High School Diploma	Enter the total number of at-risk youth participants enrolled for the reporting period who attained a State-recognized high school diploma while enrolled in the Supplemental Youth Services Program as a result of program participation.	
24. Attained GED	Enter the total number of youth participants enrolled for the reporting period who attained a State-recognized GED while enrolled in the Supplemental Youth Services Program as a result of program participation.	
25. Completed Occupational Skills Training	Enter the total number of youth participants enrolled for the reporting period who completed occupational skills training while enrolled in the Supplemental Youth Services Program as a result of program participation. [Note: occupational skills training includes (1) vocational education and (2) on-the-job training].	

SECTION III - Participant Goals and/or Attainments Summary - Continued		Total
26. Completed Leadership Skills Training	Enter the total number of youth participants enrolled for the reporting period who completed training that is intended to impart leadership skills during the course of their program participation. This category includes providing exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities (including peer mentoring and tutoring); organizational and team work training (including team leadership training); training in decision-making (including determining priorities); citizenship training (including life skills training such as parenting and budgeting of resources); positive social behaviors; any organized group counseling program; or "youth camp".	
27. Entered Other (Non-Supplemental Youth) Training Program	Enter the total number of youth participants enrolled for the reporting period who entered other training, including occupational skills training or postsecondary education, using funds other than those from the INA Supplemental Youth Services Program which builds upon and does not duplicate training received under Section 166. [This category excludes those enrolled in Job Corps.]	
<b>Section IV - Performance Goal Attainment - [At least 60% of youth enrolled in the Grantee's Supplemental Youth Services Program must attain at least 2 program goals for the program year].</b>		
28. Total Participants who Attained 2 or More Goals	Enter the total number of youth participants enrolled in the Grantee's Supplemental Youth Services Program who attained at least two of the thirteen goals listed on line items 15-27.	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>
<b>Certification: I Certify that to the best of my knowledge and belief this report is correct and complete for the purpose set forth in the Grant Agreement.</b>		

**d. Signature and Title:** \_\_\_\_\_ **e. Date Signed:** \_\_\_\_\_ **f. Telephone Number:** (     ) \_\_\_\_\_

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents obligation to reply to these reporting requirements are required to obtain or retain benefits (20 CFR 668.610). Public reporting burden for this collection of information is estimated to average 9.67 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of National Programs, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project Number: 1205-0422).

**The Workforce Investment Act, Section 166  
Indian and Native American Supplemental Youth Services Program  
Report**

1. **Purpose.** The Supplemental Youth Services report provides cumulative data on participation, termination, performance outcomes, and socio-economic characteristics of participants. Grantees are required to submit a semi-annual and annual report to DINAP. The information is used to determine the levels of program service and program accomplishments for the report year.
2. **General Instructions.** The Supplemental Youth Services report covers the period beginning April 1 through March 31. The annual report contains cumulative data from the beginning of the reporting year.

Semi-annual reports are to be postmarked and sent to DOL no later than 45 days after the end of the first six months of the cycle and Annual reports must be sent no later than 90 days after the end of the report year (June 30). Three copies of the report must be submitted to:

U.S. Department of Labor  
Employment and Training Administration  
Attention: MIS, Room N-4641  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

3. **Report Form.** The report form is ETA 9085. See next page.

4. **Instructions for Completing the Supplemental Youth Services Report.**

- a. Grantee Name and Mailing Address - Enter the *grantee name* and *mailing address* as it appears on the appropriate Notice of Obligation (NOO) or equivalent.
- b. Grant Number - Enter the *grant number* as it appears on the appropriate NOO for the Supplemental Youth Services (SYS) program or equivalent.
- c. Report Period - Enter the *beginning date* of the designated Report Year and the ending *date* of each reporting cycle.
- d. Signature and Title - An authorized *signature* and *title* must be entered on the report.
- e. Date Signed - Enter the *date* the report was signed by the authorized official.
- f. Telephone Number - Enter the *area code* and *telephone number* of the authorized official.

5. **General Information.** Terms are defined in the attached *Appendix*.

- 6. **Section I - Participation and Termination Summary.** *Section I* collects information on the number of participants (including new and carried-over participants) and information on those individuals who enrolled in the program and terminated during the course of the reporting period.
- 7. **Section II - Participant Characteristics.** *Section II* collects characteristic information of participants, including those currently enrolled in the program, at the end of the reporting period and those who terminated at anytime during the report year. Data reported in this section should be based on information collected at the time of eligibility determination. Information on individual characteristics should not be updated when the individual terminates from the program.
- 8. **Section III - Participant Goals and/or Attainments.** *Section III* collects performance outcome information and other goal attainments achieved by participants during the report period, including participants still enrolled in the program at the end of the reporting period and those who terminated at anytime during the report year. Participants may be counted in as many goals attained during the course of the reporting period.
- 9. **Section IV - Performance Goal Attainment.** *Section IV* collects information that projects whether the grantee has met it's minimum performance requirement for the report year. This section captures performance outcomes attained by participants during the program year, including those still enrolled in the program at the end of the reporting period and those who terminated at during the report year. The minimum requirement is that 60% of Native American (INA) youth enrolled in the Supplemental Youth Services Program reported must attain at least two goals under Section III.

# **The Workforce Investment Act Title I**

## **Indian and Native American Supplemental Youth Services Program**

### **Appendix**

**Alternative School** - a specialized, structured curriculum offered inside or outside of the public school system which may provide work/study and/or GED preparation.

**Assessment Services** - a service designed to initially determine each participant's employability, aptitude, abilities and interests, through interviews, testing and counseling to achieve the applicant's employment related goals.

**Attained GED (*Goal/Outcome*)** - youth who attained a GED recognized by the State as a result of program participation.

**Attained High School Diploma (*Goal/Outcome*)** - at-risk youth who attained a high school diploma recognized by the State during enrollment.

**Attended Post High School** - an individual who has received a high school diploma or a GED certificate and has *attended* but is not currently attending a post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry)

**Basic Education Skills** - training that includes remedial reading, writing, communication, mathematics GED and/or English for non-English speakers.

**Basic Skills Deficient** - is a determination that an individual: (1) computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level; or (2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

**Completed Career Assessment (*Goal/Outcome*)** - individuals who have completed, during the course of their program participation, a formal career assessment of occupational interests, values, skills, or aptitudes, leading to an identification of careers for which the participant may be suited.

**Completed Internship or Vocational Exploration Program (*Goal/Outcome*)** - individuals who have completed, during the course of their program participation, a work internship or a vocational exploration program designed to provide exposure to alternative career areas.

**Completed Job Readiness/Orientation to the World of Work Training (*Goal/Outcome*)** - individuals who have completed, during the course of their program participation, a course of instruction relating to job readiness or world of work skills, including training to develop positive work habits, attitudes and behavior, such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing an awareness of the labor market and occupational information, and job search techniques, including preparing resumes and applications and improving interviewing techniques.

**Completed Leadership Skills Training (*Goal/Outcome*)** - individuals who have attained, during the course of their program participation, training intended to impart leadership skills. This category includes providing exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities (including peer mentoring and tutoring); organizational and team work training (including team leadership training); training in decision-making (including determining priorities); citizenship training (including life skills training such as parenting and budgeting of resources); positive social behaviors; any organized group counseling program; or "youth camp".

**Completed Occupational Skills Training (*Goal/Outcome*)** - individuals who at termination had completed occupational skills training as a result of program participation. Note: occupational skills training includes (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a

specific job or group of jobs, and (2) on-the-job training, which is training provided by an employer that is provided to a paid participant while engaged in productive work in a job that (a) provides knowledge or skills essential to the full and adequate performance of the job, and (b) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the supervision related to the training, and (c) is limited in duration appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**DINAP** - means the Division of Indian and Native American Programs within the Employment and Training Administration of the Department of Labor.

**Eligibility Determination Criteria** - a person is eligible to receive services under the INA Supplemental Youth Services program if that person is: (1) An Indian, as determined by a policy of the Native American grantee, (2) an Alaska native, as defined in Section 3(b) of the Alaska Native Claims Settlement Act (ANCSA), 43 U.S.C. 1602(b); or (3) Native Hawaiian, as defined in WIA section 166(b)(3). The person must also meet the definition of Eligible Youth, as defined in WIA section 101(13). As such, youth participants must be not less than age 14 or more than age 21 and must be deficient in basic literacy skills, a school dropout, homeless or a runaway or foster child, pregnant or a parent, an offender, or an individual who requires additional assistance to complete an educational program or to secure and hold employment. Additionally, participants must be low-income individuals, except that not more than five percent who do not meet this minimum income criterion may be considered eligible youth if they are school dropouts; are basic skills deficient; have an educational attainment that is 1 or more grade levels below the grade level appropriate to their age; are pregnant or parenting; are individuals with disabilities, including learning disabilities; are homeless or runaway youth; are offenders; or are other eligible youth who face serious barriers to employment.

**Enrolled in Job Corps (*Goal/Outcome*)** - individuals who enrolled in Job Corps who may or may not still be receiving Supplemental Youth services.

**Entered Other (Non-Supplemental Youth) Training Program (*Goal/Outcome*)** - an individual who, at termination, enters other training, including occupational skills training or postsecondary education, using funds other than those from the INA Supplemental Youth Services Program. This excludes those enrolled in Job Corps.

**Entered Unsubsidized Employment (including entering the military) [*Goal/Outcome*]** - individuals who, upon termination, entered non-WIA funded employment, including entry into the Armed Forces or self-employment. Also included are individuals who are regularly employed on the staff of a Sec. 166 (or other) WIA program.

**High School Graduate or Equivalent (no post high school)** - an individual who, at enrollment, had received a high school diploma only, but who had not attended any post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry).

**Improved Basic Skills Levels by At least Two Grades (*Goal/Outcome*)** - individuals who advanced at least two grade levels in either reading or math skills. Skill gain must be achieved through active program participation and must be documented through standardized testing.

**INA Grantee** - means an entity which is formally designated under subpart B of this part to operate an INA program and which has a grant agreement pursuant to 20 CFR 668.292.

**Intake Services** - the screening for eligibility; and 1) a determination of whether the program can benefit the individual; 2) an identification of the employment and training activities and services which would be appropriate for that individual; 3) a determination of the availability of an appropriate employment and training activity; 4) a decision on selection for participation; and 5) the dissemination of information on the program.

**Offender** - youth who (a) are or have been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (b) require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**Participant** - an individual who has been determined eligible upon intake to participate in and who is receiving services (other than follow-up services authorized under this title) under a program authorized by this title. This does not include individuals who receive only outreach and/or intake and initial assessment. Participation begins on the first day, following determination of eligibility, when the individual began receiving subsidized employment, training, or other services provided under this title.

**Performance Goal Attainment** - used to determine the level of performance a grantee achieves for the program years. Grantees must meet at a minimum a 60% goal attainment rate for the program year. At least 60 % of youth participants enrolled in the Grantee's Supplemental Youth Services Program must attain at least two of the twelve goals listed in Section IV.

**Pregnant and/or Parenting Youth** - a female who is under 22 years of age and who is pregnant/parenting, or a male under 22 years of age who is providing custodial care for one or more dependents under age 18.

**Public Assistance Recipient** - an individual who at time of eligibility determination, was listed on the welfare grant and was receiving cash payments from a means-tested, income transfer program, or was receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI).

**Remained in School (Goal/Outcome)]** - youth participants who were at-risk of dropping out of school but, who were retained in school as a result of continuing active participation in the Supplemental Youth Services program.

**Returned to Full-time School (Goal/Outcome)** - youth participants who, at intake, were not attending school (exclusive of summer), and had not obtained a high school diploma or equivalent and returned to full-time secondary school (e.g., junior high school, middle school, and high school) including alternative school as a result of participating in the Supplemental Youth Services Program.

**School Dropout** - as defined by the legislation, an individual who, at enrollment, is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Student** - individuals who, at time of enrollment, are attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school program), whether full or part-time, or are between school terms and intends to return to school.

**Subsidized Employment** - WIA funded employment (e.g. work experience).

**Termination** - the separation of a participant from a given title of the Act who is no longer receiving employment, training, or services (except post-termination services) funded under the title.

**Total Current Participants** - the total number of participants who are currently still enrolled in the program (as of close of business on the last day of the program year) and who will continue to receive services into the next program year.

**Unsubsidized Employment** - non-WIA funded employment which includes entry into the Armed Forces, entry into employment in a registered apprenticeship program, or self employment. Also included are individuals who are regularly employed on the staff of a Sec. 166 (or other)WIA program.

**Vocational Education** - provides individuals with the technical skills and information required to perform a specific job or group of jobs.

**Work Experience** - a short-term, long-term or part-time work assignment with an employing agency that can provide positions in the private as well as the public and non-profit sectors. This includes Tribal enterprises which are owned by Indian Tribes provided the profits from such enterprises are used exclusively for functions normally performed by the governing body of such entities.